

Amendments and Corrections to Vital Records

One of the Parent's name listed on the birth certificate is an Alias:

If, at the time of birth, either of the child's (registrant's) parents was using an alias, and recorded that alias on the registrant's birth certificate, the record can be corrected.

The parent must seek a court order from a court of competent jurisdiction. The court order must establish that the person identified by the alias and the person presenting the true identity are, in fact, the same person.

Once the court issues the order, the parent must obtain and submit a **certified copy** of the order to the Office of Vital Registration.

Please Note: All court orders that were granted and final after Aug. 25, 2004 must contain verbiage stating – "It is ordered that the Office of Vital Records amend the birth certificate of the following change(s)". [§R36-337.4](#)

You may bring the court order to the Office of Vital Registration in person, or file your request by mail. You must provide a **certified copy** of the court order with your request. Walk-in customers are served in the order they arrive between 8:00 a.m. and 4:00 p.m., Monday through Friday.

If you submit the request for the correction by mail, you may send a letter explaining what you want done, a **certified copy** of the court order, your payment by traveler's check, cashier's check, or money order made payable to the Office of Vital Registration. Debit/credit cards are also accepted. You must also submit a clear photocopy of your government issued picture ID to:

Office of Vital Registration
P.O. Box 2111
Phoenix, Arizona 85001

The processing of a correction costs \$23.00 and is NOT paid by the Court. The applicant must pay the fee before the certified copies can be issued. The \$23.00 fee includes one **certified copy** of the birth certificate with the correction. Additional certified copies are \$10.00 each.